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ACTING DIRECTOR OF PERSONNEL

COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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November 17, 2009

To: Each Supervisor
From: Lisa M. Garrett
Acting Director of Personnel
Subject: **PERFORMANCE EVALUATION STATUS REPORT**

Pursuant to this Board's motion of July 24, 2001, the Department of Human Resources (DHR) continues to collect Performance Evaluation (PE) report data from all departments. Attached is a summary of this data for the period of January 1, 2009 through June 30, 2009.

The Countywide overall completion rate, as reported by departments for this rating period, is 99%, a two percent increase since the last reporting period. The only department reporting a PE completion rate of less than 100% was the District Attorney. The department recently implemented a new attorney performance evaluation system and procedures to support that system. As a result, it was unable to maintain 100% compliance. However, the department reports that it is correcting technical issues with its new system and implementing new policies and procedures to meet the compliance target of 100%.

It should be noted that as of July 1, 2009, Human Relations Commission and Ombudsman, became part of Community and Senior Services (CSS). Performance evaluation data for those departments will be included with CSS for future reporting. Also note that this status report excludes MAPP participant evaluations which are reported to you separately.

As indicated in my last correspondence concerning performance evaluations, DHR has commenced random reviews of the performance evaluation completion practices in various departments to preserve the integrity of the reports submitted to this Board. Our initial review has revealed that there is no uniform definition of "completion" amongst the departments. Specifically, some departments report completion when the manager prepares the written evaluation of the employee's performance. Others report completion when the written evaluation is prepared, discussed with and delivered to the employee. The County's Personnel Handbook states that the performance evaluation is not final until discussed with the employee. Further, Civil Service Rule 20 governing performance evaluations requires that the written evaluation be delivered or mailed to the employee. The best practice would require that the written evaluation be discussed with and delivered to the employee and made a part of the employee's official personnel record.

Because it appears that there is no uniform standard practiced by the departments, DHR will issue uniform guidelines for preparing and completing performance evaluations. Further, DHR will work with departments to implement the uniform guidelines and to standardize the PE reporting process.

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Additionally, DHR staff is preparing all departments to move to the electronic submission of PEs for non-MAPP members on the PerformanceNet System developed by DHR. The departments are currently finalizing the work plans necessary for evaluating work behaviors for each job classification. Upon completion of the work plans, DHR will commence training the line departments to use the on-line system. The first group of departments will begin training in January 2010.

In July 2009, MAPP evaluations were submitted electronically for the first time on PerformanceNet. The electronic reporting process for MAPP participants was successful. We expect the same result with the electronic submission of non-MAPP evaluations. The on-line reporting process will facilitate both the efficiency and accuracy of the reporting process.

While we await the full implementation of the electronic system, my staff will provide uniform guidelines for the preparation and completion of PEs and conduct Performance Evaluation Workshops as necessary to supervisors Countywide.

Please contact me at (213) 974-2406 should you have any questions.

LMG:MLH
BFM:lm

Attachment

c: William T Fujioka, CEO
Deputy CEOs
Department Heads

PERFORMANCE EVALUATION STATUS REPORT SUMMARY				
For The Period Ending June 30, 2009				
DEPARTMENT	# of Evaluations due between 01-01-09 and 06-30-09	# of Evaluations Completed for that Period	Difference	Percentage Completed
Affirmative Action Compliance	35	35	0	100%
Ag. Commissioner/Weights & Measures	169	169	0	100%
Alternate Public Defender	104	104	0	100%
Animal Care and Control	180	180	0	100%
Assessor	121	121	0	100%
Auditor-Controller	357	357	0	100%
Beaches & Harbors	99	99	0	100%
Board of Supervisors	93	93	0	100%
Chief Executive Office	155	155	0	100%
Chief Information Officer	2	2	0	100%
Children & Family Services	3274	3274	0	100%
Child Support Services	877	877	0	100%
Community & Senior Services	156	156	0	100%
Consumer Affairs	18	18	0	100%
Coroner	96	96	0	100%
County Counsel	387	387	0	100%
Fire	1170	1170	0	100%
Health Services	9245	9245	0	100%
Human Relations	13	13	0	100%
Human Resources	145	145	0	100%
Internal Services	1075	1075	0	100%
Mental Health	1878	1878	0	100%
Military & Veterans Affairs	10	10	0	100%
Ombudsman	5	5	0	100%
Parks & Recreation	534	534	0	100%
Probation	2375	2375	0	100%
Public Defender	556	556	0	100%
Public Health	1786	1786	0	100%
Public Library	305	305	0	100%
Public Safety	286	286	0	100%
Public Social Services	9363	9363	0	100%
Public Works	1599	1599	0	100%
Regional Planning	114	114	0	100%
Registrar-Recorder	490	490	0	100%
Sheriff	8886	8886	0	100%
Treasurer & Tax Collector	236	236	0	100%
District Attorney	1112	1039	73	93%
TOTAL	47306	47233	73	99%

*Museum of Art				
*Museum of Natural History				

*Departments complete all performance evaluations once per year and report data during the July through December reporting period